



Employment Options for J-1 International Students Before and After Graduation

The Office of International
Programs and Services



Session Goals

- Maintaining J-1 Student Status
- Overview of Employment & Types of Employment
- On-Campus Employment
- Applying for On-Campus Employment
- Economic Hardship
- Academic Training & Types of Academic Training
- Eligibility for Academic Training
- Time Limitations for Academic Training
- Applying for Academic Training
- Post-Completion Academic Training
- Traveling on post-completion Academic Training
- Social Security Number
- Employment Eligibility Verification (Form I-9)

Maintaining J-1 Status

- Maintain full course of study:
 - ✓ Undergraduate students: 12 credits per semester
 - ✓ Graduate students: 9 credits per semester
 - ✓ Graduate Students on GRA/GTA Half-Time Assistantship: 6 credits
 - ✓ Graduate Students in Proposal/Dissertation Stage: Consult the Office of the University Registrar





Maintaining J-1 Status (cont'd.)

- Reduced course load is possible. Get approval from J-1 advisor before you drop the class:

Academic Reasons


- ✓ Initial Difficulty with English Language (during first year of study)
- ✓ Initial Difficulty with Reading Requirements (during first year of study)
- ✓ Unfamiliarity with American Teaching Methods
- ✓ Improper Course Level Placement

Illness or Medical Condition

- ✓ A diagnosed medical or psychological condition prevents you from maintaining a full course of study

Final Semester of Study for Degree

- ✓ The Registrar has certified that you are enrolled for sufficient credits to complete your program of study in the current semester



Maintaining J-1 Status (cont'd.)

- Keep your DS-2019 valid
 - Keep medical insurance for the duration of your J program
 - Keep your local address updated
 - Get employment permission
- ✓ Do not work without authorization from your J-1 advisor! Working improperly or without authorization is a serious violation of your legal status



Overview of Employment

- Employment is work performed or services provided in exchange for money, tuition, fees, books, supplies, room, food, or any other benefit
- Whatever type of employment a person with J-1 status is considering (on-campus or academic training), he or she must first obtain approval from the J-1 Advisor who represents the J-1 program sponsor and issues the Form DS-2019
- Before approval, the J-1 Advisor is obligated by regulation to evaluate the proposed employment in the context of the J-1 program and decide whether it would be appropriate or not





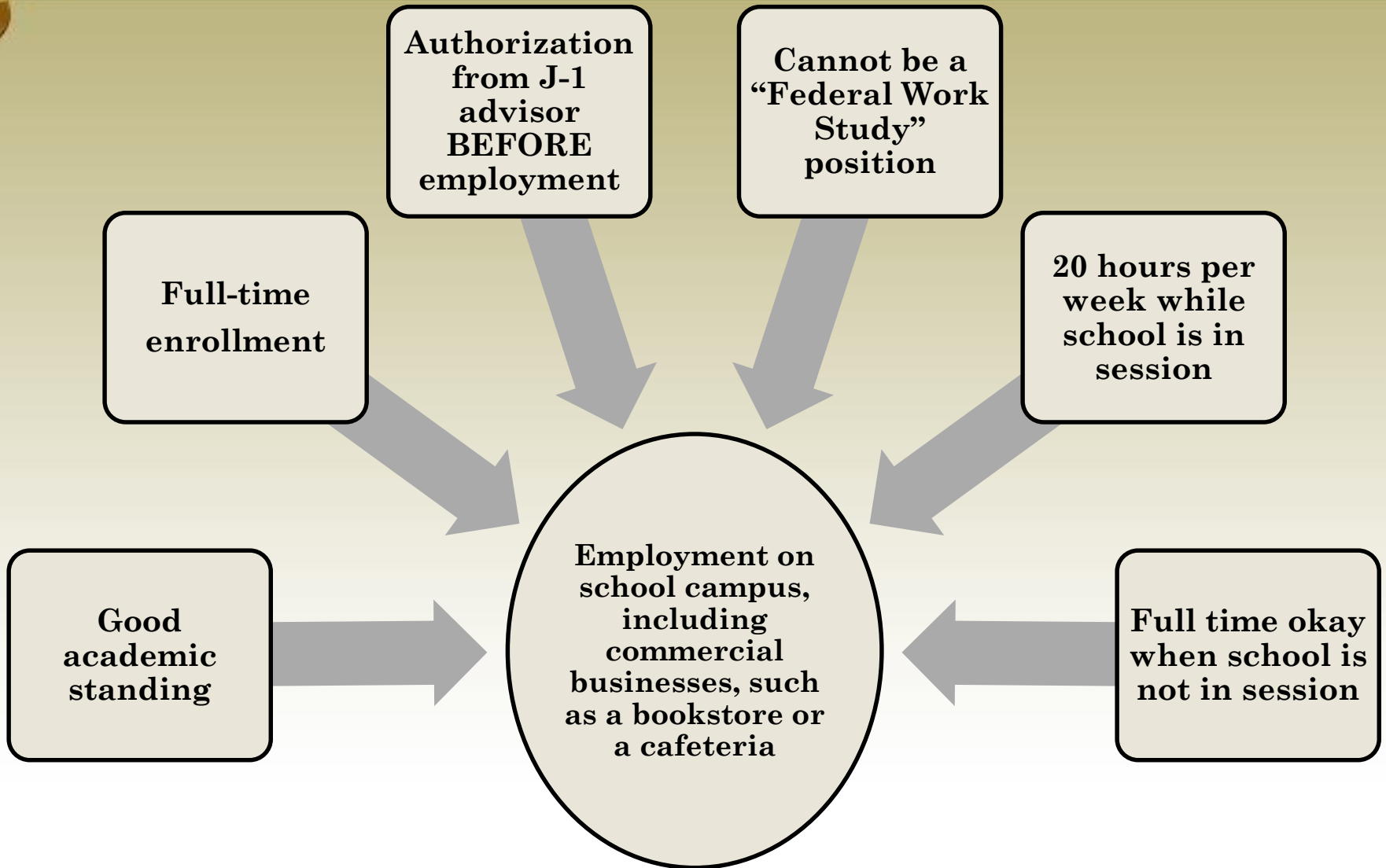
Types of Employment for J-1 Students

On-Campus

Economic Hardship

Academic Training

On-Campus Employment



Authorization can be granted in periods of up to 12 months at a time



Applying for On-campus Employment

Find Employment

To explore on-campus work opportunities visit:
www.careers.gmu.edu

Get a Job Offer

1. Have a job offer for 20 (or less) hours per week from an employer on one the GMU campuses.
2. Complete the On Campus Employment Certification form at oips.gmu.edu

Get Authorization

1. Visit your J-1 Advisor at the Office of International Programs & Services for employment authorization
2. Bring your On Campus Employment Certification form signed by the on-campus employer
3. Get information from your J-1 advisor how to apply for a SSN

On Campus Employment Certification

On Campus Employment Certification for International Students

Please attach JOB OFFER LETTER & ENROLLMENT VERIFICATION (Print from Patriot Web)

STEP #1: TO BE COMPLETED BY STUDENT

Student Name: _____ G #: _____
If you are a China 1-2-2 student or an INTO Mason student, please mark the correct box. If not, please go to STEP #2.

- I am a China 1-2-1 Program Student I am an INTO Mason Academic English Student
 I am an INTO Mason Academic English Student I am an INTO Mason Academic English Student

STEP #2: TO BE COMPLETED BY ON-CAMPUS EMPLOYER

Date: _____
Hiring On-Campus Employer at George Mason University: _____
(Name of employer)
Student Job Title: _____
Start Date: _____ (must be date within next 30 days) #Hours/Week: _____
Employer's Contact Information:
Employer Identification Number (EIN): 54-0836354 _____ (Other)
Student's Immediate Supervisor: _____ Phone/Email: _____
Employer's Signature: _____ Date: _____
Title: _____

STEP #3: TO BE COMPLETED BY THE DESIGNATED SCHOOL OFFICIAL OR RESPONSIBLE OFFICER/ARO

This is to certify that the above international student is an F-1 or J-1 student and is attending GEORGE MASON UNIVERSITY in full-time student status as required. This student is eligible for and has been offered general on campus employment at GEORGE MASON UNIVERSITY. As required by Internal Revenue Code section 6109, the student will need a social security number for purposes of reporting wages and the withholding of taxes by the employer.

Designated School Official OR Responsible Officer/ARO _____ Signature _____ Date _____

STEP #4: CHINA 1-2-1 & INTO MASON STUDENTS ONLY: TO BE COMPLETED BY ACADEMIC ADVISOR OR PROGRAM COORDINATOR

INTO Mason Academic Advisor OR China 1-2-1 Program Coordinator _____ Signature _____ Date _____

Student

On-Campus
Employer

J-1
Advisor/
ARO



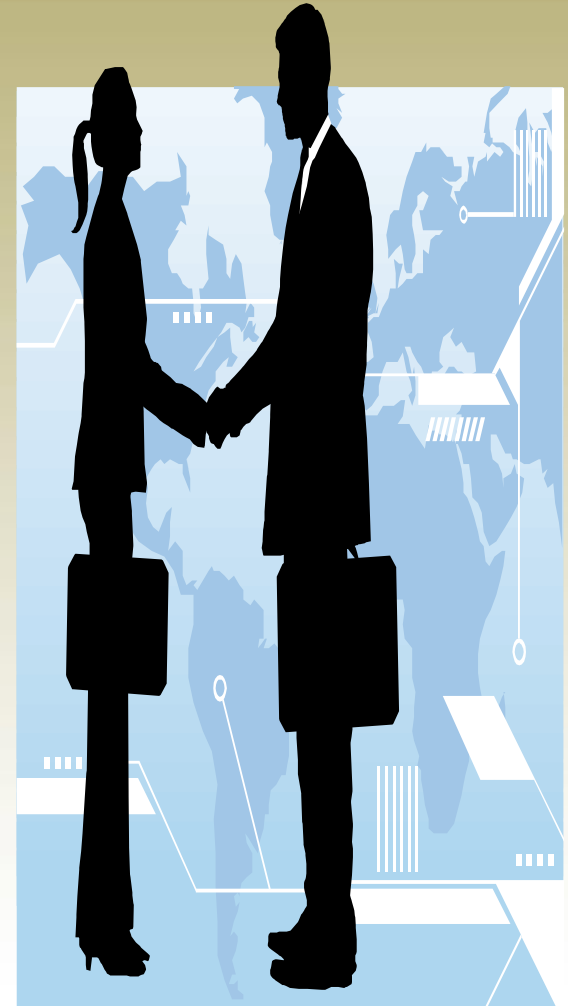
Economic Hardship



- Employment that occurs off-campus, which is necessary because of serious, urgent, and unforeseen economic circumstances that have arisen since acquiring J-1 student status
- Must be authorized in advance
- Authorization is granted in periods of up to 12 months at a time
- Economic hardship together with on-campus employment totals no more than 20 hours per week, except during official school breaks and the student's annual vacation

Academic Training

- Off-campus employment directly related to your major at GMU
- The purpose of academic training is to allow the student to obtain practical experience which compliments, and is an integral part of, the individual's education in the United States





Types of Academic Training

- AT is available before and/or after completion of your program of study
- ✓ Before completion of degree/program, AT can be part-time during the fall & spring semesters or full-time in the summer
- ✓ After completion of program, AT must be a minimum of 20 hours per week
- AT may involve sequential or simultaneous activities, either paid or unpaid, with several employers, U.S. or foreign, provided the application and approval procedures are followed for each employer and activity, and the time limits are not exceeded
- Authorization from the J-1 Advisor –with the recommendation of the Academic Advisor— is required by law

Non-paid vs. Paid Academic Training

- **Non-paid Academic Training:** According to Federal law, a student may participate in Academic Training programs **during his or her studies (pre-completion), without wages or other payment**, with the approval of the Responsible Officer and the Academic Advisor
- **Paid Academic Training:** A student may be authorized to participate in Academic Training programs for wages or other payment during the course of study, or beginning not later than 30 days after the completion of study (post-completion).



Academic Training Eligibility

To be eligible for academic training, you must:

- Be in the United States primarily to study rather than engage in Academic Training
- Have been lawfully enrolled on a **full-time basis for at least one full academic year** in a degree program
- Be in a good academic standing



Academic Training Eligibility (cont.)

To be eligible for academic training, you must:

- Have a job/internship offer directly related to your major area of study
- Have the internship approved by your academic advisor
- Request authorization for participation in Academic Training that is directly related to your field of study at George Mason University
- Receive a written approval in advance from your J-1 Advisor for the duration and type of Academic Training





Time Limitations for Academic Training

- For **undergraduate** and pre-doctoral students, the **TOTAL** length of Academic Training may not exceed **18 months**
- For **postdoctoral students**, the period of Academic Training may not exceed a total **36 months**, including any prior Academic Training in the United States as an Exchange Visitor.
- **Non-degree students** are eligible to participate in academic training, but are also subject to the requirement that **time in academic training not exceed the time spent in the program of study**

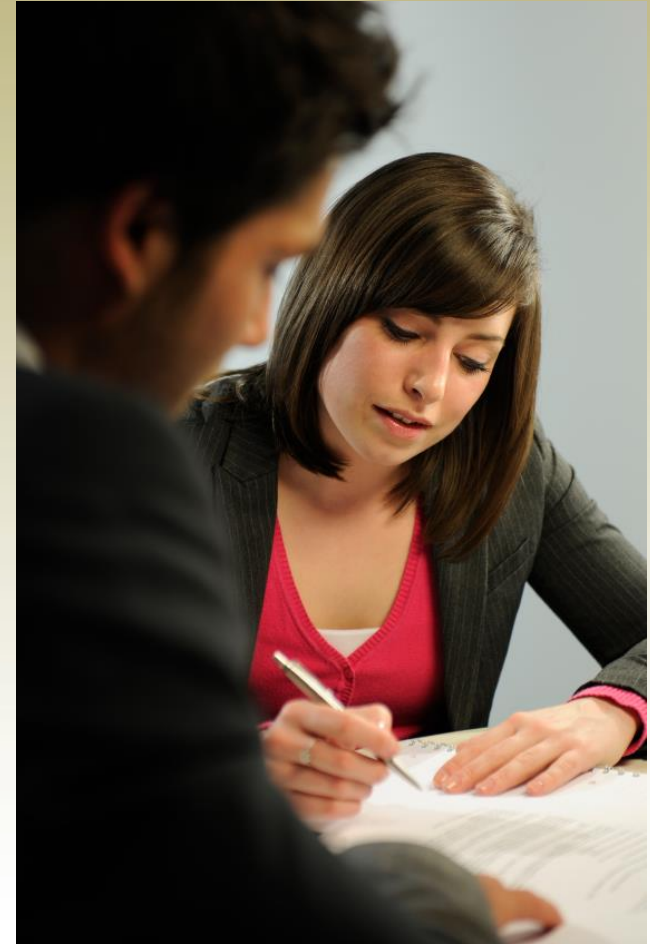
To apply, complete the following steps:

STEP 1: Obtain an Offer Letter from Your AT Employer

STEP 2: Receive Your Academic Advisor Recommendation

- ✓ Give a copy of your employment offer letter to your academic advisor to assist him/her in completing the form

STEP 3: Contact Your J-1 Advisor to schedule an appointment and bring your offer letter and academic advisor's recommendation form



Steps to Receive Academic Training (cont.)

- STEP 4: J-1 advisor will evaluate the proposed employment in terms of your program of study and decide whether it would be appropriate.
- STEP 5: J-1 advisor issues an updated DS-2019
- You can begin working once you have received the updated DS-2019
- You must not continue employment beyond the completion date authorized unless you are granted another period of AT.
- You must submit a new application for any new period of AT





Post-Completion Academic Training

- Apply within 30 days of the completion of requirements for the degree or before the expiration of your DS-2019, whichever is earlier
- You should begin the application process at least 2-3 weeks before you plan to begin employment. AT cannot be authorized after the DS-2019 has expired
- AT following completion of your program of study must involve paid employment*
- If you leave the US after completing your studies without applying for AT, you are no longer eligible to apply for the training



Academic Training Evaluation

- The sponsor must evaluate the effectiveness and appropriateness of the academic training in achieving the stated goals and objectives in order to ensure the quality of the academic training program.” [22 CFR 62.23(f)(6)]
- J-1 Student Academic Training (AT) Evaluation Form can be found at www.oips.gmu.edu
- The Form needs to be completed by the student and AT supervisor and to be returned to ARO or RO at OIPS after AT



Travel While on Post-Completion Academic Training

Reentry provisions of the regulations require students who have graduated and are on authorized AT to present the following documents to reenter the US:

- Valid form DS-2019, with AT authorization, endorsed for travel by the foreign student advisor within the last year
- A valid passport
- A valid J-1 visa stamp
- Job offer letter (recommended)



The Social Security Number



- Only students with employment are eligible to apply for a Social Security Number (SSN)
- You must have a SSN BEFORE you can start working
- Visit the Social Security Administration office with the following items:
 - ✓ Passport
 - ✓ Visa
 - ✓ DS-2019
 - ✓ I-94
 - ✓ AT Job Offer Letter
 - ✓ On-Campus Employment Certification form
 - ✓ Enrollment Verification form



The process of applying for a SSN can be found at oips.gmu.edu

Before getting started, please confirm the following:

- You must have an “active” SEVIS record. Make sure you have already checked in at least 5 days prior at the Office of International Programs and Services at the beginning of your first semester of study at Mason so that your SEVIS record can be activated.
- Also you must have arrived in the United States no less than 5 business days prior to applying for a social security number to allow the SAVE database to accurately reflect your arrival.

Go to the Office of International Programs and Services Website (<http://oips.gmu.edu>)

- Download the On-Campus Employment Certification form (OCEC).
- Complete section 1.

Visit Your Hiring Department:

- Obtain your job offer letter and hiring documents.
- Have your supervisor complete section 2 of the On-Campus Employment Certification form.

Visit the Office of International Programs and Services

- Bring your job offer letter and On-Campus Employment Certification form in order to have an OIPS advisor sign section 3.
- If you are an INTO Mason student or China 1-2-1 student, you must also get a signature in section 4.

Download an Enrollment Verification

- The enrollment verification is usually available 7 days after you register for classes.
- Go to Patriot Web, click the “Student Services” tab and go to “Student Records”.

Download a copy of your I-94 from www.cbp.gov

Complete the Social Security Application form (SS-5)

- Download this form from the Security Administration’s website www.ssa.gov

Visit the Social Security Administration office with the following items:

- Passport
- Visa
- I-20/DS-2019
- I-94
- Job Offer Letter
- On-Campus Employment Certification form
- Enrollment Verification form

After visiting the Social Security Administration:

- Please visit the International Tax Office in Merten Hall, Room 4400 during walk-in hours to complete your hiring paperwork and your I-9 form.

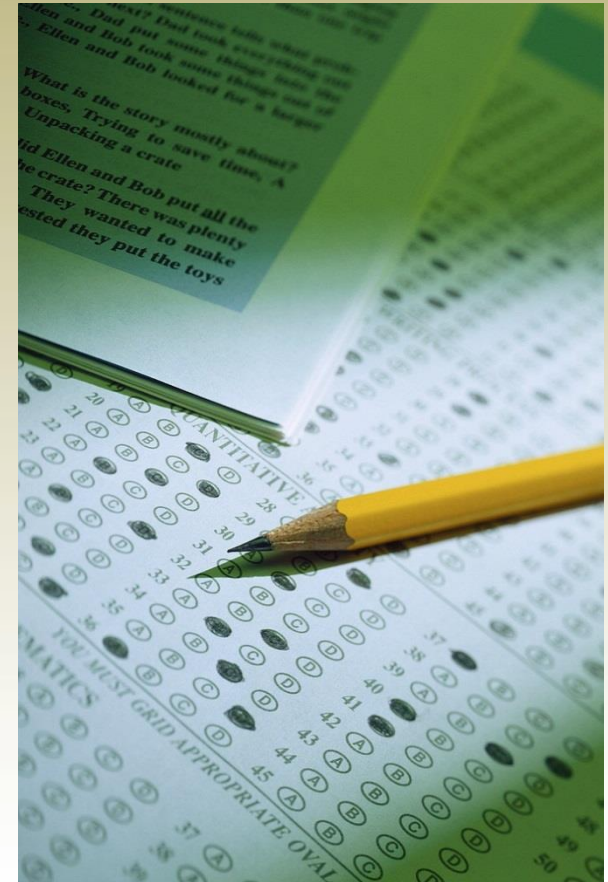
Employment Eligibility Verification (Form I-9)

- When you begin work, you and your employer must complete a form entitled “Employment Eligibility Verification” (IRS Form I-9) which verifies your eligibility to work in the U.S.
- The I-9 must be updated each time you receive a renewal of your work permission. This form requires you to document your identity and work authorization
- For J-1 students, the most typical combination of documentation is: your passport, I-94 record (downloadable at www.cbp.gov/i94) and Form DS-2019 with AT authorization



Learning Outcomes

- How to maintain J-1 Student Status
- Types of Employment
- How to apply for On-Campus Employment
- Types of Academic Training
- Eligibility for Academic Training
- Time Limitations for Academic Training
- How to apply for Academic Training
- Post-Completion Academic Training





Need Further Assistance?

Personal one-on-one consultation is available from:

- Office of International Programs and Services (OIPS)
 - ✓ International Advisors – Irina Chizhova and Christine Bodziak
 - ✓ Walk-in hours: Tuesday, Wednesday, Thursday, 2:00 pm – 4:00 pm
 - ✓ Appointments at 703.993.2970

